Southern Ontario Library Service

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Archives

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The introductory page for the Southern Ontario Library Service is www.sols.org. From that page, you can move to any other pages created by staff at the Southern Ontario Library Service, as well as to links to resources and professional information.

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1. SOLS WEB SITE REDESIGN

SOLS has redesigned its web site to mirror the organizational goals and objectives outlined in our Service Plan for 2004-2007. A parallel SOLS site for French content will also be launched in April 2005.

The new site is divided into 5 major sections:

About SOLS - This section outlines SOLS' mandate and mission, and provides links to our

corporate reports, service plans, and Board information. You can also learn more about how to support SOLS. The SOLS Service Plan is posted on the website at http://www.sols.org/aboutsols/reports/index.htm. A companion document to the three year plan is the annual Operations Plan, which is also published in the same section of SOLS' website. The Operations Plan details specific goals, tasks and targets for the year, and also includes the budget.

Resource Sharing - The Resource Sharing section outlines our services as defined in Priority 1 of our Service Plan, "Libraries collaborate to make the most effective use of resources". This includes information on our Interlibrary loan system (INFO), Electronic resource purchasing (COOL), Consortial Purchasing Agreements (CPA), Delivery services, and buying pools for specialized materials, such as talking books, large print, DVDs and multilingual books and videos.

Library Development – The Library Development section outlines our services as defined in Priority 2 of our Service Plan - "Libraries equipped to meet future challenges and opportunities". This includes assisting libraries in achieving accreditable status, as well as providing specialized services for libraries in the areas of Board Development, CEO Searching, Facilities Planning, Funding Development, Strategic Development, and Technology Planning. There are links to Training and Networking opportunities provided by SOLS, as well as a comprehensive guide to our Publications. The Province-wide Research section outlines our three year agenda for library research.

Marketing - This section describes how SOLS presently supports the work of Ontario library organizations in marketing the value of libraries to Ontarians.

Links - The Links section contains the Index to Public Libraries in Southern Ontario, as well as a detailed collection of links to library related organizations. In order to expand the information available to libraries for planning and assessment, SOLS has also created a Clearinghouse, which is a comprehensive topical index to information. Links to selected SOLS information, as well as links to external sources, are provided in the Clearinghouse.

A search engine and site map are also available to help you find specific pages.

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2. CONSORTIA/CHARITABLE PURCHASING AGREEMENTS

SOLS negotiates charitable/consortia purchasing agreements (CPAs) on behalf of SOLS libraries. CPAs are 'economies of scale' pricing for the purchase or lease of a range of goods and services.

Many libraries have made use of the SOLS Charitable/Consortia Purchasing Agreements with the Janway Company, which has supplied book bags, many, many fridge magnets, and Summer Reading promotional material. Those time-limited agreements have now expired.

Please contact Daryl Novak, SOLS Chief Administrative Officer, by e-mail or telephone if you have an interest in purchasing any of these or other promotional products over the next few months, so that we can determine if we should negotiate extensions to the agreements. Daryl can be reached at 416-961-1669, ext.5135, or by e-mail at dnovak@sols.org

Further information on pending Charitable/Consortia Purchasing Agreements can be found at http://www.sols.org/resourcesharing/coolcpa/cpa/index.htm. On that Web page, the various CPAs are organized by product and service, as well as by vendor.

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3. CONTACT INFORMATION - reminder to update information

Library staff should notify us of any change pertaining to their contact information, especially as it applies to e-mails. Over the coming weeks, there will likely be many changes forthcoming as libraries change from Bell service to a new ISP (Internet Service Provider). Notification of changes can be sent to directory@sols.org

Please remember that it may also be necessary to make changes to any discussion lists for which one has a subscription. This would apply to discussion lists (listservs) hosted by SOLS or another organization. The SOLS' Mailman list server hosts 39 lists (with 2,900+ members). The advantage of using a list server is that it is not usually necessary for SOLS staff to manually maintain memberships. To make changes to a SOLS discussion list, you can go to the SOLS website at: http://www.sols.org/librarydev/networking/discussion/index.htm and follow the instructions provided.

Another fast, easy way to change a specific e-mail address on all the SOLS discussion lists is to find the "lists.library.on.ca mailing list memberships reminder" e-mail that would have been received on the first of each month from the list server. (You may have deleted it because you thought it was spam!) Click on one of the list-specific URL's in that message (any of them, if you subscribe to more than one) and use your unique password for that list to get to the configuration settings. Enter the new e-mail addresses twice in the appropriate boxes. Put a tick in the "Change globally" box (to change your address for all lists that address is subscribed to on our server). Click on the "Change My Address and Name" button. For any trouble-shooting in this area, please contact Gale Thompson, SOLS Systems Support Analyst, at 1-800-387-5765, ext.5103, or by e-mail to gthompson@sols.org.

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4. LIBRARY MAIL RATE UPDATE

On April 22, 2005, a message was sent by Jill Pangborne on the INFO administration listserv regarding the new agreement made by the Department of Canadian Heritage with Canada Post for Library Mail Rate (effective April 1, 2005). You may view it at http://www.canadianheritage.gc.ca/progs/ac-ca/progs/pap/neuf-new/index_e.cfm

Although changes had been expected, this agreement means the library mail rate will be maintained in the same way for one more year. Lending libraries will pay both the outgoing and return postage, and must include a pre-paid Library Book Rate return label for the borrowing library to use when mailing the item back. Library Book Rate return labels must meet Canada Post guidelines. **Libraries cannot use photocopies of old templates**. For more information on acquiring pre-paid return labels, see:
http://www.sols.org/resourcessharing/INFO/aboutinterlib/advisory/jan0605.htm

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5. NETLIBRARY E-BOOK PROJECT AND DEMONSTRATION

Earlier this spring, SOLS and OLS-North announced a joint initiative to introduce a core collection of electronic resources to Ontarians through their public libraries. SOLS and OLS-North are subsidizing the cost for libraries to participate in the NetLibrary eBook collection at a rate of $100 per library. This will cover 100% of the cost of participation for libraries serving populations under 15,000, including all First Nations libraries, and introduce 200 new libraries to the project.

This collection will be launched in the summer of 2005. Public libraries will be asked to participate in the selection process with a Collection Development Committee in the spring. Ontario's Shared eBook collection is a project of COOL (Consortium of Ontario Libraries). COOL is a multi-sector buying group for electronic products involving university, college, school

and public libraries.

Further information will be forthcoming, but if you have any questions or comments, libraries in southern Ontario are asked to contact Barbara Franchetto by e-mail at bfranchetto@sols.org or by telephone at 1-800-387-5765, ext.5104. Information sessions are being scheduled for June to provide library staff with information on this program, to demonstrate the NetLibrary eBook collection, and to discuss how to manage and promote the collection. The **tentative** dates and locations for these free, 2-hour information sessions are as follows:

Thursday, June 2, 2005 from 10am to noon - Brantford Public Library - Main
Tuesday, June 7, 2005 from 1pm to 3pm - Shelburne Public Library
Tuesday, June 14, 2005 from 1pm to 3pm - Simcoe County Library Cooperative HQ
Monday, June 20, 2005 from 1pm to 3pm - Northumberland-Hastings-Peterborough area
Tuesday, June 21, 2005 from 10am to noon - Smiths Falls Public Library

While the information sessions will be free, you will need to register. Once the dates have been confirmed, registration forms will be available in the training section of the SOLS website at http://www.sols.org/librarydev/training/clinicsworkshops/index.htm

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6. WEBJUNCTION FOCUS GROUPS

On Wednesday, April 20th, a message was sent out on the olslib listserv to invite libraries to attend one of three OCLC/WebJunction focus groups beind held in Ontario. OCLC, with a grant from the Bill and Melinda Gates Foundation, has developed a website called WebJunction to help libraries who engage in public access computing. The web address is www.webjunction.org . After two years of operation, WebJunction is being assessed. For these focus groups, we are looking for front-line librarians who work with the public and computers, as well as those who work with training library staff using online courses.

The focus groups will be facilitated by Brenda Bailey-Hainer, part of an outside evaluation team for WebJunction. Participants will be reimbursed for their mileage to travel to the focus group and will be provided with lunch. The groups will be held on **Thursday, May 5, 2005** at the Southern Ontario Library Service office at 111 Peter Street, Suite 902, in Toronto, Ontario (at either 9:30am to 11:30am OR 1pm to 3pm) and **Friday, May 6, 2005** at the Ottawa Public Library, Elmvale Acres branch at 1910 St. Laurent Blvd. (from 1pm to 3pm)

For more information or to register, please contact Dayne Lintner at 1-800-387-5765, ext.5112 or by e-mail at dlintner@sols.org for the Toronto sessions or Nancy McPherson at 1-866-303-2695 or by e-mail at for the Ottawa session.

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7. TRUSTEE COUNCIL MEETINGS - one remaining date

Trustee Councils meet twice a year, and all public library boards may send a representative. Further information is posted under "Networking Opportunities" at http://www.sols.org/librarydev/networking/trusteecouncils/index.htm. There is only one Trustee Council meeting scheduled in May - Trustee Council for area 4, on Tuesday, May 3, 2005 from 6pm to 9pm at the Innisfil Public Library - Lakeshore branch.

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8. NEW ISSUE OF TRUSTEE TIPS

Randee Loucks, Manager of Trustee Training for SOLS, has just published the 26th issue in the

long-running Trustee Tips series. Entitled "Taking Stock: Did Your Library Board Orientation Give You What You Needed?", this publication provides a review of the orientation of a library board trustee. It is noted that orientation is a time to learn about the board and how it works, including board roles and responsibilities, major legal responsibilities and CEO roles. It is also a time to learn about the library, meet library staff, learn about what the library does and find out about library funding. However, in the publication, it is also noted that orientation is not a one-time event, but an ongoing process, perhaps with several distinct phases. It is also noted that it takes the first few years undertaking a new role before one is truly up to speed, and it takes time and practice. Any library trustee or CEO would find this publication to be an interesting review of the board's work. An electronic copy is available in the "Publications" section of the SOLS website at http://www.sols.org/librarydev/publications/trusteetips/index.htm .

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9. SOLS TRAINING WORKSHOPS - update to April 28th

Training information for this spring's workshops, as well as electronic registration forms and maps, are available at http://www.sols.org/librarydev/training/clinicsworkshops/index.htm. Extra locations have been added to the readers' advisory workshop on Canadian genre fiction and the time & stress management workshop. The pricing structure for the policy writing workshop has been adjusted.

Workshop #5 – Jumpstart your Policies

FULL Friday, May 6, 2005 from 10am to 4pm, Innisfil Public Library – Lakeshore branch
Tuesday, May 10, 2005 from 10am to 4pm, Hanover Public Library
Thursday, May 12, 2005 from 10am to 4pm, Kingston Frontenac Library – Isabel Turner branch
FULL Wednesday, May 18, 2005 from 10am to 4pm, Pembroke Public Library

Please note: The cost of workshop for first registrant is $64.20 ($60.00 plus GST & this price includes lunch). We have adjusted the pricing for this workshop in order to encourage the participation of Trustees. Libraries registering two people for the workshop will only pay $16.05 ($15.00 plus GST) for the second participant (trustee or staff person). Two people registering from the same library will share a computer. The maximum number of people per computer is two.

Workshop #6 – The Eh List of Canadian Genre Fiction

Tuesday, May 17, 2005 from 1pm to 4pm, Brantford Public Library – Main
Thursday, May 19, 2005 from 1pm to 4pm St. Catharines Public Library – Main
FULL Wednesday, May 25, 2005 from 12:30pm to 3:30pm, Cobourg Public Library
FULL Extra session arranged: Monday, June 13, 2005 from 1pm to 4pm, Barrie Public Library

Workshop #7 – Managing Time and Managing Stress

Wednesday, May 18, 2005 from 1pm to 4pm, Ramara Centre – Auditorium, Orillia
Monday, May 30, 2005 from 1pm to 4pm, Petawawa Public Library
Wednesday, June 1, 2005 from 1pm to 4pm, Trent Hills Public Library – Campbellford branch
Extra session arranged: Wednesday, June 8, 2005 from 1pm to 4pm, Augusta Township Public Library

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10. SOLS LIBRARY LITERATURE SERVICE

SOLS consultants continue the practice of identifying articles from professional journals, of interest to the staff of smaller libraries, focusing mainly on management, services or collection

development issues. In the past, this service was part of the Small Library Committee meetings and, while these annotated lists of articles are still prepared for each of the Library Committee meetings, they are now available electronically. The lists are posted twice a year - in April and in September. This service is available **only** to public libraries who are clients of the Southern Ontario Library Service. Reproduction of these articles for our client libraries is made possible through SOLS' own Access Copyright licence agreement. The April 2005 list of articles is linked to the Library Committee meeting page at http://www.sols.org/librarydev/networking/librarycommittee/index.htm. To obtain a copy of any or all of these articles, you can submit the form electronically. For additional information about the service, please contact Nancy McPherson by e-mail at or by telephone at 1-866-303-2695.

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11. LIBRARY COMMITTEE MEETINGS

SOLS provides an opportunity for library staff members to meet and discuss issues of common interest. Committee meetings of area libraries often involve a special clinic on a particular area of interest. This spring, the clinic will revolve around collection development information. Information about the meetings, including an agenda for each meeting, is posted on the SOLS Web site at http://www.sols.org/librarydev/networking/librarycommittee/index.htm.

The remaining dates and locations throughout May and June are as follows:

Leeds and Grenville - Wednesday, May 11, 2005 (location to be determined). Meeting from 10am to 12:30 and Collection Evaluation Clinic from 1:30pm to 3:30pm

Peterborough - Monday, May 2, 2005 at the Campbellford branch of the Trent Hills Public Library. Meeting from 10am to 12:30 and Collection Evaluation Clinic from 1:30pm to 3:30pm

Prescott-Russell - Monday, June 13, 2005 at the Champlain Township Public Library/Bibliothèque publique de Champlain - succursale de Vankleek Hill. Atelier : 9h30 à 1200h Service à la clientele. Réunion 13h30 à 15h30

Tri-County (Hastings-Prince Edward-Northumberland) - Monday, May 9, 2005 at the Tyendinaga Township Public Library. Meeting from 10am to 12:30 and Collection Evaluation Clinic from 1:30pm to 3:30pm

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12. SPECIAL MEETINGS

Trillium Information sessions – Libraries serving municipalities with populations of 20,000 or less are eligible to apply for grants from the Trillium Foundation. The remaining information session is: For Simcoe County and Muskoka District libraries, there will be an information session with Inga Lubbock from the Trillium Foundation on Wednesday, May 4, 2005, beginning at 10:30 am, at Simcoe County Administration Office in Midhurst. Please let Gwen Wheeler gwheeler@sols.org know who will be attending from your library.

TD Summer Reading Idea Swap – There was interest expressed from libraries far from Toronto or Ottawa, where workshops are already being held.

For libraries in Simcoe County and Muskoka District (and anyone else from the area who might like to come), there will be an "Idea Swap" for this year's "Blast Off" Summer Reading program. The date will be Wednesday, May 4, 2005 at 1:00 p.m also at the Simcoe County Administration Office in Midhurst and running for 2 hours, depending on what people have to share. Please let Gwen Wheeler gwheeler@sols.org know who will be attending from your library. We will then have an idea about the numbers, so that if someone wants to bring a

handout or sample, we will be sure to have enough copies for each library. For libraries in Peterborough, Northumberland, Lennox & Addington and Hastings Counties, as well as Kawartha Lakes, Kingston-Frontenac and Prince Edward, there will be an "Idea Swap" for this year's "Blast Off" Summer Reading program at the Campbellford branch of the Trent Hills Library. The Idea Swap will be held on Monday, May 16, 2005 at 1 pm. Please let Peggy Malcolm pmalcolm@sols.org know who will be attending.

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13. EXCEL REGISTRATION – Registration deadline Monday, May 2nd

EXCEL is a training program in managing a small public library or a community branch library, specifically designed for public library staff or volunteers who have little or no formal library training. It also provides an opportunity to upgrade library skills and management techniques, within a flexible and practical program. It is offered, in both English and French, through the Southern Ontario Library Service and Ontario Library Service-North, as a correspondence program with telephone tutors.

For the Summer 2005 semester, we are offering these courses in English:

Introduction to Public Libraries
Library Marketing
Collection Development for Young Adults (Revised)
Professional Development

For the Summer 2005 semester, we are offering these courses in French:

Introduction aux bibliothèques publiques
Techniques de communication
Principes de base du développement des collections

The registration deadline is Monday, May 2nd. The course material will be shipped to students beginning on Tuesday, May 10th, with the semester commencing Tuesday, May 24th. Information about the EXCEL program as well as a registration form, is posted at http://www.sols.org/librarydev/training/excel/about_en.htm

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14. TD SUMMER READING PROGRAM - Update to April 27th

For the past five years, SOLS has assumed responsibility for the distribution of the TD Summer Reading Club materials. This service continues this year. Over the past two weeks, invitations have been distributed to those libraries ordering this material. There are only a few non-SOLS courier libraries waiting for their invitations - which will be done primarily through the upcoming Library Committee meetings.

The print version of the **Staff Manual** for the TD Summer Reading Club is expected to be delivered to the SOLS Toronto office during the first week of May. The Staff Manuals will then be re-distributed to individual library systems as quickly as possible. In the meantime, Library and Archives Canada has posted an electronic copy of the Staff Manual for the TD Summer Reading program on their Web site at www.td-club-td.ca. You can reach this Web site directly or via the SOLS Web site at www.sols.org. At the main SOLS page, select the link for the TD Summer Reading program in "Highlights", then select the link for the "Offical Blast-off web site" from the list at the beginning of the background information page. At that website, a copy of the "Statistics and Evaluation Form" is available for consultation. The interactive online version will be available in August. Please note that, this year, the Statistics and Evaluation Form will be returned directly to the staff at Library and Archives Canada, rather than to the SOLS office.

The distribution of the booklets, posters and sticker sheets was expected to begin during the first week of May. Unfortunately, this process will be delayed by approximately one week, due to a delay in the printing process. Again, once the materials are received at various SOLS depots across southern Ontario, the SOLS drivers will distribute this material as quickly as possible. In some cases, libraries will receive extra materials to be distributed to another library or held for pick-up by a non-SOLS courier library, and we certainly appreciate everyone's cooperation in this process.

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15. ADDITIONS TO THE WEBSITE

In the new SOLS Clearinghouse at http://www.sols.org/links/clearinghouse/index.htm, there are further links on a variety of topics.

a) The "Board Development Resources" section of the Clearinghouse includes resources of interest to library boards, as well as sites that deal with a variety of board development topics and theories. The direct web address for this section is http://www.sols.org/links/clearinghouse/boarddev/index.htm. One new addition to the "Advocacy" sub-section is a link to the Telling the Library Story Tool Kit produced by the Iowa Library Service Areas and the State Library of Iowa. Like storytelling, "Telling the Library Story" brings together elements that weave a compelling tale of the library's value. Storytelling includes a plot (Why are libraries valuable?); props, techniques and scripts (How do you effectively tell the story? How do you fit words together to tell the story?); characters and setting (Who are the important people in the story? What is the environment in which the characters find themselves?); and audience (To whom are we telling the story?)

b) One Clearinghouse link takes you to "Ready Reference" resources. The direct web address for this section is http://www.sols.org/links/clearinghouse/readyred/index.htm. Included in the "Ready Reference" section are links on such topics as Addresses and telephone numbers, Almanacs, Animals, Anthems, Astronomy, Biographies, Business, Calendars, Canadiana, Consumer Information, Countries, Dictionaries, For Parents, Gardening, Genealogy, Geography, Government Information, Grammar, Health and Medicine, Heraldry, Literacy Resources, Literature and Fiction Resources, Museums, Myths, Robert's Rules, Science, Statistics, Symbols, Travel and Weather. One recent addition to the geography sub-section is The Canadian Atlas Online from the Royal Canadian Geographical Society. The direct web address for this link is http://www.canadiangeographic.ca/atlas/

c) SOLS staff have created a web page called "Développement des collections et ressources littéraires" for French collection development resources. The page pulls together the best sites with links to lists of bestsellers and on-line bookstores. You will find this page through the Clearinghouse section under the heading of "Collection Development Resources". You can also move directly to that section by using http://www.sols.org/links/clearinghouse/collectiondev/colldevfr.htm. Two examples of the type of information now found on that page are Le Bon Choix (Réseau du Centre-du-Québec, de la Lanaudière et de la Mauricie) at and Diffusion Dimedia at http://www.dimedia.com. The first link takes you to lists that have been compiled to help Quebec public libraries select the most current and popular materials. It includes fiction and non-fiction for adults and children. Published 5 times a year, it includes 105 new book titles per issue and also includes the classification number. The second list is the link for a large, Quebec-based distributor of francophone publications.

d) The "Strategic Planning Resources" section of the Clearinghouse includes links to a variety of resources to assist libraries with strategic planning. Information about SOLS services in the area of strategic planning resources may be found on the Information, Advice and Specialized Assistance page. Other resources of interest may be found in the Clearinghouse, on our Accreditation Resources, HR Resources and Library Administration Resources pages. Recently, the Web Editor collected the library mission statements that were posted on the olslib-l discussion list and added them to the "Strategic Planning Resources" section. These

statements have been posted at
http://www.sols.org/links/clearinghouse/strategicdev/resources/missions.htm

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16. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS. This month, the following messages were sent:

- On April 8th, Sue Walls posted a message regarding the appointment of a new CEO at the Whitchurch-Stouffville Public Library. The library board announced the appointment of Carolyn Nordheimer James to the position of CEO and Secretary-Treasurer after a nation-wide search. The board was assisted by the Southern Ontario Library Service in a process that included extensive consultation with library stakeholders and a rigorous screening and interview process.
- On April 12th, Laurey Gillies, SOLS CEO, requested assistance in compiling information to help SOLS document the contribution it makes to libraries. A Client Services Information Collection Form was posted on the SOLS website at http://www.sols.org/aboutsols/clientservices/index.htm. Library CEOs were asked to complete the questionnaire by Friday, April 29, 2005. The Form is brief and is designed to be answered and submitted online. If you prefer to work with pen and paper, please print out the form and fax back your completed data.
- On April 12th, Brenda Lewis, SOLS Information Services Representative, sent information for the 2005-2006 offer for Workingfaster.com's "SearchPortfolio". If you are interested in subscribing, interest must be indicated by completing the online subscription form on the COOL section of the SOLS website at http://www.sols.org/resourcesharing/coolcpa/cooldata/subscriptionform.htm.
- On April 12th, Brenda Lewis sent information for the 2005-2006 Virtual News Library offer from CEDROM SNi. Highlights of this offer include a discount for renewals between 5 and 15%. The e-mail included detailed offer conditions, product and contact info in an attachment. The deadline for this offer is June 17, 2005. Any questions or further clarification about these two COOL offers were to be directed to Brenda Lewis at blewis@sols.org or 1-800-387-5765, ext.5130.
- On April 13th, Daryl Novak sent a message regarding the change to purchasing contact information. He noted that, given the success of the program, SOLS is committed to maintaining its service in this area and will be advertising for a part-time purchaser/negotiator in the near future. In the meantime, libraries should contact Daryl Novak at 1-800-387-5765, ext.5135 or 416-961-1669, ext.5135 or by e-mail to dnovak@sols.org . He also noted that SOLS and OLS-N are working together to expand the program to northern libraries as well, and plan to establish a steering committee to advise on products and services and libraries would pursue.

If you did not receive these messages, and would like further information, please contact the SOLS HelpDesk at 1-(800)-387-5765, ext. 4, or by e-mail to helpdesk@sols.org

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All issues of SIGNAL can be viewed online at
http://www.sols.org/librarydev/publications/Signal/index.htm. However, if anyone would like to receive the e-mail version of this newsletter, please send a message to signal@sols.org . You can reach the editor of SIGNAL at: signal@sols.org or by telephone at 1-866-380-9767.

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